

## Border Community Capital Initiative Submission Guide

### Narrative (15 Page Limit)

Please include the following sections in your 15 page narrative

<b>CAPACITY</b>	<ol style="list-style-type: none"> <li>1. Experience (up to the last 7 years) of the project director, core staff, and any outside consultant, contractor, sub-recipient, consortium member (if applicable) or project partner in projects of similar size, scope, and dollar amount</li> <li>2. Ability to manage a workforce composed of full-time or part-time staff, as well as any consultant staff, and the ability to work with individuals, small businesses, municipalities, community-based groups or organizations as appropriate</li> <li>3. Lines of authority and procedures that the applicant has in place for ensuring that action plan goals and objectives will be met</li> <li>4. Degree of experience in working with persons with disabilities and/or persons with limited English proficiency</li> <li>5. Applicants should provide dates, job titles, and relevancy of the past experience to the work to be undertaken by the employee or contractor under the proposed Border Community Capital Initiative award. Do not include Social Security Numbers (SSN) of any staff members</li> <li>6. Identify any previous instances of nonperformance or noncompliance by the applicant or any program partners or consortium members under any federal grants <ul style="list-style-type: none"> <li>• Discuss issues raised by any incidents, and how, if funded, the current proposal will not experience similar problems</li> <li>• Examples include recapture of funds, disallowance of costs, monitoring findings, Inspector General findings, and/or failure to expend funds within the performance period under a federal grant</li> </ul> </li> </ol>
<b>NEEDS &amp; BARRIERS</b>	<ol style="list-style-type: none"> <li>1. The characteristics of loans or investments needed to produce or improve affordable housing, support small businesses or provide community facilities for the benefit of the applicant's selected target markets</li> <li>2. Barriers to the flow of existing capital sources to meet the needs of the applicant's selected target market</li> <li>3. Description of current conditions of the proposed target market, including verifiable data on income level and poverty rates</li> </ol>

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		<ul style="list-style-type: none"> <li>Examples of verifiable data include Census data, state statistical reports, university studies or reports, or HMDA data</li> </ul> <ol style="list-style-type: none"> <li>Needs that previously were identified in a statewide or local Analysis of Impediments to Fair Housing Choice (AI) or Consolidated Plan to the extent that affordable housing is proposed as a use of funds in the applicant's action plan</li> <li>Other aspects of gaps in the availability and flow of capital to eligible target markets and uses that applicants consider relevant</li> </ol>
<b>ACTION PLAN NARRATIVE</b>	<b>General</b>	<ol style="list-style-type: none"> <li>Identifies each of the projects and activities the applicant will carry out to further the goals of the BCCI</li> <li>Describes how the eligible target markets will be impacted by proposed activities, and describes how the specific needs and barriers previously identified in the narrative are addressed</li> <li>Includes specific details regarding existing and proposed capital resources for affordable housing, community facilities and small business support in the target markets, and how the applicant's proposed activities will complement them or focus them more effectively on the proposed target markets</li> <li>Indicates the extent to which the applicant has coordinated or plans to coordinate activities with other known organizations that are not directly participating in the proposed work activities, and how the applicant's proposal will complement existing capacities</li> </ol> <p>Please note:</p> <ul style="list-style-type: none"> <li>The colonias communities and/or residents that were described in the narrative for the purpose of documenting need should be the same populations that will receive the primary benefit of the proposed activities, both immediately and over the long term</li> <li>Benefits should also be affirmatively marketed to those populations least likely to apply for and receive these benefits without such marketing</li> </ul>
	<b>Budget</b>	<ul style="list-style-type: none"> <li>Narrative should describe in detail the assumptions used to develop each line item in the attached budget spreadsheets</li> <li>To the extent relevant, documented projected cost estimates from outside sources</li> </ul> <p>Additional details should be presented in a budget spreadsheet (<u>not part of narrative</u>)</p> <ul style="list-style-type: none"> <li>To the extent firm commitments have been obtained for financial or in-kind resources from other federal, state, local, and/or private sources, the narrative should provide the specific amount of dollars leveraged for every dollar of proposed BCCI investment</li> </ul>

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	<b>Time Line</b>	<ol style="list-style-type: none"> <li>1. Measurable short-term and long-term goals and objectives, with annual benchmarks</li> <li>2. Method to be used for evaluating and monitoring program progress</li> <li>3. Method the applicant will use to ensure that the activities will be completed on time and within proposed budget estimates</li> <li>4. Rationale for the proposed activities and assumptions used in determining the timeline <ul style="list-style-type: none"> <li>▪ Additional details may be presented in an optional timeline chart (<u>not part of the narrative</u>)</li> </ul> </li> </ol>
<b>EVIDENCE AND EVALUATION</b>		<ol style="list-style-type: none"> <li>1. Demonstration of an evidence base for the proposed activities is not required, but will be considered in scoring</li> <li>2. To the extent evidence is available for the effectiveness of the proposed activities; applicants should provide a one paragraph summary of an independent study or report that demonstrates the effectiveness of the intervention proposed along with a citation and/or internet link to the research or report. Reports in which the applicant was the subject of the study are preferable</li> <li>3. Include an evaluation plan that will effectively measure actual achievements against anticipated achievements <ul style="list-style-type: none"> <li>▪ Note: BCCI grantees must participate in agency-wide evaluations of program outcomes</li> </ul> </li> </ol>
<b>Additional Information (No Page Limit)</b>		
The following documents, spreadsheets, and tables should not be included in your 15 page narrative		
<b>ORGANIZATIONAL CHART</b>	<p>All applicants should describe the lines of authority and procedures that the applicant has in place for ensuring that action plan goals and objectives will be met, that consultants and other project partners will perform as planned, and that beneficiaries will be adequately served</p> <ul style="list-style-type: none"> <li>▪ Category II applicants must include an organizational chart</li> </ul>	
<b>BACKGROUND DOCUMENTATION ON</b>	Maps and data, studies or other materials that detail needs and barriers summarized in the narrative	

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NEEDS AND BARRIERS		
<b>BUDGET SPREAD SHEETS</b>	<b>Budget Spread-sheet</b>	<p>Line items should be clustered and subtotaled by the major activities presented in the action plan</p> <ul style="list-style-type: none"> <li>▪ Broken out by line item, in a spreadsheet structured to show the tasks to be undertaken according to the action plan and the budget estimate associated with each task</li> <li>▪ To the extent relevant, documentation of projected cost estimates from outside sources referenced in the narrative</li> </ul>
	<b>Assumption Descriptions for Each Line Item</b>	<ul style="list-style-type: none"> <li>▪ Include third party costs and other budgetary assumptions used to develop the overall budget, with the assumed cost details listed presented as notes to each line item</li> <li>▪ Budgetary assumptions used to develop each line item should also be included in the narrative</li> </ul>
<b>TIMELINE</b>		<i>OPTIONAL:</i> Applicants may choose to include a timeline chart, graph, or document that describes the proposed project time schedule, when each phase of the project will be completed, and when project objectives will be met
<b>LEVERAGE COMMITMENTS</b>		<p>For each firm commitment, evidence should be provided in the form of a letter on the letterhead of the organization making the commitment, must be signed by an official of the organization legally able to make commitments on behalf of the organization, and must not be dated earlier than the date the NOFA is published</p> <ul style="list-style-type: none"> <li>▪ <u>No match is required for BCCI grants</u>, but leverage of non-BCCI funds will be considered in scoring</li> </ul>
<b>STUDIES &amp; REPORTS ON EFFECTIVENESS OF PROPOSED INTERVENTION</b>		<i>OPTIONAL:</i> Applicants may include other studies and reports that detail the effectiveness of the proposed intervention
<b>CONSORTIUM MATERIALS</b> (for Category II applicants only)		<ul style="list-style-type: none"> <li>▪ Consortium agreement signed by all consortium members</li> <li>▪ Consortium Organizational Chart</li> </ul>

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<p style="text-align: center;"><b>NADBANK CAIP PROGRAM LETTER</b> (if applicable)</p>	<p>Letter requesting HUD to forward application information to the North American Development Bank's CAIP Program for consideration:</p> <ul style="list-style-type: none"> <li>▪ On the letterhead of the applicant organization (or lead applicant in the case of consortium)</li> <li>▪ Signed by an official with the appropriate authority within the organization</li> </ul>
<p style="text-align: center;"><b>Required Forms</b></p>	<ul style="list-style-type: none"> <li>a) Faith-Based EEO Survey (SF424 Supplement);</li> <li>b) Narrative addressing Factors 1 through 5;</li> <li>c) Grant Application Detailed Budget (HUD424CB);</li> <li>d) Disclosure of Lobbying Activities (SFLLL) (if applicable);</li> <li>e) Applicant/Recipient Disclosure/Update Report (HUD2880);</li> <li>f) Acknowledgment of Application Receipt (HUD2993) (applicable to paper applications only);</li> <li>g) HUD96011 Facsimile Transmittal Third Party Documentation Facsimile Transmittal (for electronic applications only);</li> <li>h) Affirmatively Furthering Fair Housing Narrative Statement;</li> <li>i) Preferred Sustainable Communities bonus points certification (HUD 2995), if applicable;</li> <li>j) Rural EZ/Round II EC bonus points certification (HUD 2990), if applicable</li> </ul>
<p style="text-align: center;"><b>SUBMISSION INFORMATION</b></p>	<p>NOTE: Applicants interested in applying for funding under this NOFA must submit their applications electronically through Grants.gov or request a waiver from the electronic submission process</p> <ul style="list-style-type: none"> <li>1. Applicants can submit applications electronically and can download the BCCI application, when available, at Grants.gov <ul style="list-style-type: none"> <li>▪ If an applicant has not used Grants.gov in the past, they will have to register and acquire a DUNS number</li> <li>▪ User instructions and required forms can be found at: <a href="http://www.grants.gov/applicants/get_registered.jsp">http://www.grants.gov/applicants/get_registered.jsp</a></li> </ul> </li> <li>2. Waiver requests must be submitted in writing no later than 15 days prior to the application due date and should be sent to: <p style="text-align: center;"><i>Jackie L. Williams, Ph.D., Director Office of Rural Housing and Economic Development U.S. Department of Housing and Urban Development</i></p> </li> </ul>

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*451 7th Street, S.W., Room 7137, Washington, D.C. 20410*

- If the applicant is granted a waiver from the electronic submission process, the application must be received by HUD no later than 4:00 p.m. eastern time on the application due date
- The approval of the waiver request will provide further instructions on where to submit the application and how to document proof of timely submission

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